



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD
33 STATE HOUSE STATION
AUGUSTA, ME 04333-0033

30 October 2014

ANG ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #14-134

POSITION: Support Services Specialist

LOCATION: 243rd Engineering Installation Squadron

GRADE: E5 - E7

SALARY: Full military pay and allowances, depending upon military grade and longevity of the applicant selected

CLOSING DATE: 15 November 2014

AREA OF CONSIDERATION: This position is open to all enlisted members (AGRs, Technicians and Traditional guard members) of the Maine Air National Guard, E5 through E7, who are qualified in one of the following AFSCs: 3A1X1, 3D0X1, 3S0X1, and 3S2X1.

MILITARY ASSIGNMENT: 243rd Engineering Installation Squadron, South Portland, Maine

ELIGIBILITY REQUIREMENT: *AGR applicants* will:

- a. Have served at least 12 months in their current assignments unless TAG waives this requirement.

Non-AGR applicants, at the time of entry into the AGR program, will:

- b. Meet the Weight/Body Fat Measurement (BFM) standards IAW ANGI 10-248 dated 9 April 2004.
- c. Meet the physical qualifications outlined in Air Force Instructions (AFI) 48-123. Medical exam must be within 36 months of entry into AGR program. AF Form 895 must be completed if the medical exam is more than 12 months old.
- d. Have an HIV test completed within six months of the AGR tour start date in accordance with ANGI 36-101.
- e. Be able to complete 20 years of AD/AGR service before attaining age 60, **OR** sign a statement indicating that they know they will not accrue enough active service for a regular retirement.
- f. Not be eligible for or be receiving an Immediate Federal Retirement Annuity (Military or Civilian).
- g. Not have been previously separated for cause from active duty or previous AGR tour.

ANG ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #14-134
Dated 30 October 2014 Cont'd

h. Also meet criteria listed in Area of Consideration above.

LENGTH OF TOUR: Extension beyond their current tour is contingent upon recommendation by their supervisor and final approval by the Adjutant General.

HOW TO APPLY:

a. MeSPM Form 35-03 (Application for ANG Full-Time Military Duty Assignment). *Email applications are preferred.* The forms and job announcements may be found on the MENG web site at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "Jobs" link. Select the "AGR" link to get a blank AGR application form.

b. Current Report of Individual Person (RIP)

c. Current Resume

d. Most recent Report of Individual Fitness

-Please submit your application one of the following three ways:

1) Via Email to: ng.me.mearng.list.hro-agr-br@mail.mil. You will receive an email acknowledgement.

All applications sent via Email must be sent as a full application in one attachment.

2) Via a non-government fax to HRO-AGR Office at 207-626-4246 or

3) Deliver in person or send by U.S. Mail to:

Department of Defense, Veterans & Emergency Management
ATTN: MENG- HRO-AGR
Camp Keyes, Augusta, ME 04333-0033

****NOT LATER THAN THE CLOSING DATE****

Incomplete applications or applications received after the closing date will NOT be considered. The use of government property, such as envelopes, postage or facsimile machines, to submit applications is prohibited. MENG-HRO-AGR may receive facsimiles sent from non-government facsimile machines. Email or the inter-office distribution system may be used (where no expense is incurred by the government). Be accurate and thorough on the MeSPM Form 35-03 as this is used to determine your qualifications.

ANG ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #14-134
Dated 30 October 2014 Cont'd

IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THEIR APPLICATION IS
COMPLETE.

DUTIES AND RESPONSIBILITIES: See Attached

APPOINTMENT: These positions will be filled by qualified applicants as soon as possible. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

////////SIGNED/////////
CHRISTOPHER A. MERRILL
CW4, MEARNG
AGR Manager

ANG ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #14-134

Dated 30 October 2014 Cont'd

This position is located in the Administrative Branch of Air National Guard Engineering Installation Squadrons and provides a variety of service functions in support of the unit mission including administrative, training and military personnel duties and responsibilities.

DUTIES AND RESPONSIBILITIES:

(1) Provides staff assistance, guidance and advice concerning Air National Guard (ANG) administrative, personnel, training, security, non-judicial punishment, Blanket Purchase Authority execution, promotion/demotion, and other adverse actions, and budgetary matters to the supervisor. Maintains close daily liaison with ANG base personnel concerning these matters and in this respect, renders clarifying and interpretive decisions. Maintains frequent contact with state and National Guard Bureau (NGB) officials to coordinate ANG administrative, personnel and training matters and has authority and responsibility for carrying out decisions made.

(2) Plans organizes, directs and coordinates the activities of the administrative section such as: (a) receiving, controlling and distributing incoming unclassified material; controlling and distributing outgoing unclassified material; maintaining and providing a reference service from the centralized files containing a variety of operational and policy material relating to the activities and functions of the EI unit; (d) planning and establishing files systems; (e) planning, establishing and maintaining reference libraries of varied technical and general publications; (f) records and forms management; (g) various typing services; (h) printing and reproduction; (i) space management; and (j) communications.

(3) Formulates and develops the implementation of policies and procedures affecting the Administrative Section. Recognizes need for, initiates action, directs or personally formulates new administrative policies and procedures, recommending changes designed to improve administrative efforts or services. Analyzes Air Force and NGB regulations, memoranda and directives pertaining to correspondence and mail management, preparation of correspondence and messages, and other administrative services and determines their effect upon the section and other unit activities. Develops and establishes procedures to implement these changes. Provides technical advice and guidance to other base activities on matters pertaining to the various functions of the section.

(4) Manages the input of security clearance processing for all personnel of the squadron, determining accuracy and ensuring compliance with procedural and regulatory requirements; coordinates security clearance requests with the various Air Force gaining commands and ensures suspense dates are met; causes security clearances to be prepared when all requirements are met and ensures authenticity of such clearances.

(5) Conducts research on difficult individual administrative and personnel problems; provides technical and specialized data, background material and references; recommends solutions and courses of action to be followed. Composes drafts of

ANG ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #14-134

Dated 30 October 2014 Cont'd

policies and procedures affecting administrative management, personnel policies, and program development for squadron implementation.

(6) Contacts other operating and administrative personnel on the base to follow up on solutions to mutual problems, to suggest corrective action in cases involving irregularities, to correlate procedures for which mutually responsible, and to improve administrative functions generally.

(7) Maintains personal contact with operating supervisors to discuss administrative practices and services, provides technical advice and guidance, and recommends methods and procedures where necessary. Apprises superiors of latest directives regarding administrative procedures.

(8) Serves as principal assistant responsible for supervising the orderly and efficient accomplishment of the EI unit administrative workload such as administrative preparation of engineering scheme packages, organization and procedures; supervision, establishment and maintenance of the master files and classified document files; and composition, preparation and distribution of orders. Monitors incoming and outgoing reports, correspondence and statistical matters to ensure prompt and accurate processing. Processes all claims for military pay and travel due military members of the squadron.

(09) Responsible for matters pertaining to the Air Technician program. Prepare correspondence, reports, and requests for personnel action to include promotion, periodic increases and termination. Interprets civilian personnel publications and answers various questions pertaining to the Air Technician program.

(10) Manages the military workday program ensuring authorizations for military duty do not exceed available funds. Acts as point of contact for members of the unit in regards to pay, allowances and other financial problems. Controls -the unit travel, per diem and postal obligation authorities.

(11) Performs other duties as required or assigned.